

DONNA D. POPLAR
5277 KIMBERLYWOODS CIRCLE
FLINT, MICHIGAN 48504
(810) 789-2630

CAREER SUMMARY

An accomplished Senior with an extensive employment background with increasingly responsible positions in leading non-profit community human service agencies, working within municipal government, public & private sector. Twenty years of proven ability to provide proactive Executive level leadership in developing and utilizing organizational resources to secure effective management. Track record of success in managing federal, state and local grant funding, community human services non-profit programs, servicing the low to moderate income-families and the under serverd, HR/ Labor Relations, organizational development, strategic planning, policy development, recruitment, selection, compensation & benefits, diversity management, implementation, training/development, session planning, downsizing, restructuring, lean management and collective bargaining agreement negotiation. Excellent presentation, leadership, and communication skills.

AREAS OF EXPERTISE

Strategic Planning	Human Resource Management
Organizations Management/Restructuring	Diversity Management
Budget & Finance Control	Performance Management/Development
Contract Negotiations/Compliance	Policy/Procedure Development
Collective bargaining & Labor Relations	Conflict/ Dispute management
Human Services	Community Deveopment

PROFESSIONAL EXPERIENCE

City of Flint Municipal Government – Flint, Michigan 2009-2011

HUMAN RESOURCES and LABOR RELATIONS DIRECTOR

Held accountable to guide and manage the overall provision of HR/LR, benefits & retirement , employee relations, occupational health clinic and services for over 800 employees, 37 departments, 2,000 retirees, policy & procedure development. Directed HR/LR practices and objectives; in order to provide an employee-oriented, high performance culture, emphasizing on productivity and standards in the work place. Consulted with legal counsel as appropriate on HR/LR matters. Provided assistance for the recruitment and organizational structure of all departments. Eensured federal and state regulatory compliance. Served on the Mayor's executive management team. Maintained an affective working reationship with Flint City Council, deparment heads, union leaders, elected & community leaders.

- Provided supervision to the HR/LR, Benefits, Retirement and the Health Clinic staff.
- Directed the implementation process for classification, compensation, benefits, recruitment selection, orientation, counseling and conducted grievance hearings.
- Served as the lead negotiator for seven collective bargaining agreement contracts.
- Provided direction for planning, monitoring, appraising, and reviewing performance contributions; determined productivity, quality, and customer-service strategies.
- Directed the planning, organizing, and development of all HR/LR systems, services, strategies, programs, practices, policies, procedures and revision.

- Advised the mayor and department managers on legal implications of HR issues related to discipline and employee grievances.
- Implemented monitoring systems for direct management of FMLA, MESC and worker compensation that amounted to significant cost savings..
- Implemented pursuant to contract agreement the cancellation of medical and vision coverage to the non eligible surviving spouse of the City of Flint retirees. A cost savings of seven hundred thousand dollars.
- Resolved and closed over 600 grievance cases stemming from 1979 and resolved 40 potential arbitration cases resulting in an cost saving of over one million dollars.

Center for Progresssive Learning Inc. – Troy, Michigan

1999 – 2003

HUMAN RESOURCE & TRAINING DEVELOPMENT DIRECTOR

Held responsible for the overall administration, coordination and evaluation of HR, Training & Development. Conducted annual reviews and made recommendations to executive management for improvement of the company's policies, procedures and practices on personnel matters to ensure proper compliance was followed.

- Provided Supervision to a 5 member HR & Training Development staff
- Planned and oversaw the HR department budget.
- Effectively planned, designed, developed and evaluated Human Resource-, Training Development related initiatives that supported the company's strategic goals and expectations.
- Developed and maintained HR systems that met personnel information needs.
- Supervised and provided consultation to management on strategic staffing plans, compensation, benefits, training & development.
- Directed the development and implementation of the company's hiring, discipline, termination practices, training programs, employee orientation, policies and guidelines.
- Managed implications of HR issues related to discipline and employee grievances.

Genesee County Municipal Government - Flint, Michigan

1992-1999

EXECUTIVE DIRECTOR

Held accountable for overseeing the Genesee County Non-Profit Community Action Agency (GCCAA) and managing the agency's twenty-five (\$25,000,000) million-dollar operating budget. Had direct responsibility for the effective management of all aspects of the agency's human services and community development program operation for low to moderate income families and the indigent population. Adhered to all regulatory compliances.

Held responsible for the hiring, disciplining, training and developing of 9 directors and 300 employees. Including; strategic staffing plans, compensation, benefits, training & development.

- Provided strategic vision and leadership for 10 public human service departments, 31 federal, HUD, state, and local funded programs servicing low- to- moderate income families and the under served populations and 5 public facility locations.
- Provided management for the agency's human resources, human service systems and programs.
- Expanded the agency's grant funding from \$9 million dollars to \$25 million dollar.
- Developed and administered community human services, healthcare continuum programs and healthcare and disease prevention promotion activities for Flint and Genesee County low-to-moderate income families, seniors and the indigent population.
- Managed, developed and implemented sound human resource and human service programs, policies, strategies, and practices including: planning, organizing, restructuring,

development, coordinating, directing employees, succession planning, lean management, diversity management, retention and discipline.

**General Motors Service Parts Operation, Flint, Michigan
OPERATIONS SUPERVISOR**

1985-1992

Held accountable for managing 100 UAW employees and day-to-day production operations. Broad scope of responsibility included budget control, production output, just-on-time product delivery, quality assurance, and meeting O.S.H.A. requirements. Participated in the diagnosis of employee's attitude, work performance, training and development, grievance and conflict resolution jointly with UAW.

- Supervised, motivated, and evaluated performance for 100 UAW hourly employees
- Assisted with the resolve of grievances between management and UAW employees
- Assisted and revised policy procedure development in setting quality standards for product development, product delivery and customer satisfaction
- Established methods of improving productivity by measuring individual performances and instituted team concepts to support training
- Dramatically improved employee satisfaction sick-leaves and absenteeism
- Improved customer service indicators, including on-time delivery and customer returns
- Assisted in the initiation of General Motors first diversity program

EDUCATION

Central Michigan University – Mt. Pleasant, Michigan

Concentration: Human Resources

Degree earned: Master of Science in Administration-1987

Detroit College of Business – Flint, Michigan

Major: Business Administration

Degree earned: Bachelor of Business Administration –1985

Baker College – Flint, Michigan

Major: Business Management

Degree earned: Associate in Management-1979

PERSONAL COMPUTER SKILLS

Microsoft Access-Microsoft Excel-Microsoft Word-Microsoft Power Point

RELEVANT SEMINARS

Management Leadership Training

Intervention and Conflict Resolution/Mediation-Certificate

Customer Service: *"An Approach to Excellence"*

Achieving Diversity through Education and Awareness

Community & Economic Development

Building Effective Teams

Contract Negotiation

Continuous Quality Improvement

CURRENT & PAST PROFESSIONAL AFFILIATIONS

Subscribing Life Member of the NAACP

National Association of Female Executives

Member of the Federal Housing Bank Board of Directors, 1996-1999

REFERENCES UPON REQUEST